

Report For Week Ending 18 February 1958
From
Records Center

During the week the following accessions were made:

ONE	2 Cu. Ft.
OCR	199 " "
MEDICAL	3 " "
DD/S	4 " "
ORR	16 " "
OTR	2 " "
COMPT	3 " "
PERS	2 " "
DD/P	118 " "
Total:	349 Cu. Ft.
Finished Intelligence	73 " "
	422 Cu. Ft.

Map Negatives	1,138 Cu. Ft.
Records Holdings	26,145 " "
Distribution Material Holdings	10,914 " "
Total:	38,197 Cu. Ft.

Distribution Material Disposed of at Center	82 Cu. Ft.
Distribution Material Transferred from Center	3 " "
Records Disposed of at Center	1 " "
Records Transferred from Center	1 " "
Total:	87 Cu. Ft.

Accessioning

a. Tangible

- (1) Processed 60 cubic feet of NIS during the week.
- (2) Relocated 300 cubic feet of JANIS to make space available for future accessions on records.
- (3) Work began Monday on renumbering the shelving and containers, and changing the space locations on the stock control cards.

Reference

a. Tangible

- (1) Completed the inventorying of the Medical Folders and are in the process of typing the information on shelf lists to be submitted to Medical Staff for their records.

Disposal

a. Tangible

- (1) Fifty-two cubic feet of JANIS was made ready for destruction.

Disposal

a. Intangible - Continued

25X1A13a



25X1A9a

Chief, Records Center Division